

Field Operations

Program Mission

The Field Operations account pays for the administrative staff, technical experts, and operational resources that support the direct program activities at the four multi-purpose Operations Offices - Chicago, Idaho, Oak Ridge, and Oakland, and the eighteen laboratories and facilities under their purview. Through the administration of more than 3,500 science and technology contracts and grants at universities, and other public and private entities, these resources support the Department's Strategic Plan by sustaining the managerial, business, fiduciary, contractual, and technical foundation necessary to execute the four business lines - science and technology, national security, energy research, and environmental missions.

Program Goal

Provide management and administrative services, at reduced costs through consolidation and re-engineered processes, that enable the Field to continue environmental cleanups; reduce surplus weapons' inventory; support the national laboratories and research facilities; institute environmental, safety and health initiatives; maintain communications with stakeholders; create public and private partnerships; and take advantage of reindustrialization opportunities.

Program Objectives

- To maintain the field infrastructure in an environment that is safe and hazard-free.
- To streamline the procurement processes to effect a reduced award cycle time and improve contractor performance and accountability.
- To enhance information systems and technology performance and reliability.
- To improve the efficiency of financial operations and effectiveness of financial reporting.
- To provide the basic day-to-day operational requirements associated with a viable office environment.
- To improve communications with customers, stakeholders, and the public.

Performance Measures

- Award the competitive contracts for Y-12 Plant and Oak Ridge National Laboratory.
- Transfer ownership of the Water Plant to the City of Oak Ridge.
- Complete the preliminary design of the Mixed Oxide (MOX) Fuel Fabrication Facility.
- Realize cost avoidance of at least 10 percent by consolidating the acquisition of information systems and network architecture.

- Automate budget transmissions between the contractor/laboratories, the Field, and Headquarters.
- Increase the percentage of commercial payments made on time to 93 or better.
- Reduce contract closeout backlogs by 10 percent.
- Certify more than 50 percent of the technical staff to handle environmental, safety and health issues.
- Reduce the Freedom of Information backlog by 10 percent.
- Increase the percentage of procurement awards made within the established lead times.

Significant Accomplishments and Program Shifts

- The Source Evaluation Board conducted the request for proposal review for the MOX Fuel Fabrication and Reactor Irradiation Services. The proposed use of MOX fuel is part of the hybrid strategy to dispose of surplus weapons-usable plutonium. This effort supports President Clinton's commitment to eliminate the accumulation of plutonium surplus.
- The solicitation for architectural and engineering services to design the PIT Disassembly and Conversion Facility was conducted. The design effort is estimated to be last approximately 30 months.
- The shipment of Spent Fuel Rods from Asia has been completed. This was a major undertaking that involved several federal agencies and four states - California, Nevada, Utah, and Idaho. To date, more than 2,000 state and local personnel have been involved.
- The contract with the University of California was renewed. The incumbent of this contract is responsible for managing three of the Department's major management and operating contractors: Lawrence Livermore National Laboratory, Los Alamos National Laboratory, and Lawrence Berkeley National Laboratory. This new performance-based contract is valued at \$12.5 billion through FY 2002.
- The Brookhaven National Laboratory contract was awarded in record time, considering the complexity of the solicitation requirements.
- Through the use of a telephonic hotline, seven solicitations were issued electronically. This practice eliminated the costs for printing and mail and provided immediate access to interested parties.
- Integrated Safety Management clauses are being incorporated in contractor contracts to ensure worker safety and minimize environmental releases. These metrics are periodically evaluated and modified to challenge contractor performance.
- The lease for the Human Genome Facility in Walnut Creek, California was approved. This facility will house a team of scientists from Lawrence Berkeley National Laboratory, Lawrence Livermore National Laboratory, and Los Alamos National Laboratory that are working on the Human Genome Sequencing Project

- Technical personnel are being certified to manage environmental, safety, and health issues. Self assessments are being developed to help prioritize and project additional training needs.
- The heating, ventilation, and air-conditioning systems were replaced to comply with air quality standards at Oak Ridge. Additionally, the elevators were upgraded to minimize potential safety risks.
- A portion of Building 1916-T, located in Oak Ridge, Tennessee, was renovated in order to increase the number of occupants, leading to the relocation of approximately 110 employees from a smaller building. The relocation eliminated the need for the smaller building altogether and reduces overall operating costs by approximately \$500,000 per year.
- The financial systems database consolidation Phase II for all Oak Ridge Financial Service Center Clients was completed in FY 1999 making this Center of Excellence fully operational.
- This account has managed a 24 percent reduction in federal staff since FY 1995, in accordance with the Department's strategic alignment initiative.

Funding Profile

(dollars in thousands)

	FY 1998 Appropriation	FY 1999 Original Appropriation	FY 1999 Adjustments	FY 1999 Current Appropriation	FY 2000 Request
Field Operations	94,789	104,127	0	104,127	102,000
Use of Prior Year Balances	0	0	0	0	0
General Reduction	211 ^a	0	0	0	0
Total, Field Operations	95,000	104,127	0	104,127	102,000

Public Law Authorization

Public Law 95-91, "Department of Energy Organization Act"

^a Share of FY 1998 Energy and Water reduction from uncosted balances.

Funding by Site

(dollars in thousands)

	FY 1998	FY 1999	FY 2000	\$ Change	% Change
Chicago Operations Office	24,671	25,381	26,454	1,073 ^a	4.1%
Idaho Operations Office	17,561	19,019	19,108	89	0.5%
Oak Ridge Operations Office	32,654	37,810	34,944	-2,866 ^b	-7.6%
Oakland Operations Office	19,903	21,917	21,494	-423	-2.0%
Subtotal, Field Operations	94,789	104,127	102,000	-2,127	-2.1%
Use of prior-year balances	211	0	0	0	0.0
Total, Field Operations	95,000	104,127	102,000	-2,127	-2.1%

Site Description

Overall, these offices provide major services that support the programmatic missions of Defense Programs, Energy Efficiency and Renewable Energy, Energy Research, Environmental Management, Fossil Energy, Nuclear Energy, Nonproliferation and National Security, Uranium Enrichment, and Work for Others. The service responsibilities are indicated in "Missions Supporting Goals and Objectives." Additionally, each individual office has oversight and unique responsibilities as indicated below.

Chicago Operations Office

Chicago is responsible for the integrated management of its four performance-based contractor laboratories sites -- Argonne National Laboratory, Fermi National Accelerator Laboratory, Princeton Plasma Physics Laboratory, and Ames Laboratory; and two government owned and government operated federal laboratories -- Environmental Measurements Laboratory and New Brunswick Laboratory. Chicago also provides some technical support to the Brookhaven National Laboratory, another performance-based management contractor laboratory site. Chicago has cognizance of about 10,000 contractor employees located at various site offices across the nation. This responsibility includes ensuring the security and environmental safety of the taxpayer's investment -- approximately 16,000 acres of land with a physical plant worth of about \$5.8 billion. Chicago is often noted as a leader in both intellectual property matters and managing more than 2000 active procurement instruments. Several departmental elements rely on these patent services and the expertise within this Center of Excellence for Acquisitions and Assistance.

^a Mainly due to a one percent increase in full time equivalents as authorized in the current staffing allocation.

^b Oak Ridge received \$2.9 million for modernization activities, in FY 1999 only, to net \$500,000 cost avoidance annually thereafter.

Idaho Operations Office

Idaho has oversight responsibility for the Idaho National Environmental and Engineering Laboratory with its seven major operating facilities and one government owned and government operated federal laboratory, the Radiological and Environmental Science Laboratory. The site covers 890 square miles (569,600 acres), includes 510 buildings entailing nearly 5.3 million square feet valued at \$1.8 billion, and employees over 6,000 employees. Idaho is involved with multi-programs ranging from the DOE's Electric and Hybrid Vehicle program, Fusion Safety, Fossil Fuel activities, Advance Nuclear Test Reactor (which allows experiments under unique nuclear environments), and Environmental Restoration and Waste Management activities.

Oak Ridge Operations Office

Oak Ridge has oversight responsibility for the Oak Ridge National Laboratory (ORNL), the East Tennessee Technology Park (ETTP), Paducah Gaseous Diffusion Plant, Portsmouth Gaseous Diffusion Plant, Y-12 Plant, and the government owned and operated Oak Ridge Institute of Science and Education Laboratory (ORISE). Oak Ridge has cognizance over 15,000 contractor employees located at these sites, as well as responsibility for over 43,000 acres of land and approximately 46,000,000 square feet of facility space, valued at over \$12 billion. ORNL has responsibility for the Energy Research Program's number one priority - the Spallation Neutron Source, which is scheduled to begin construction in FY 1999. The Y-12 Plant has recently resumed weapons production operations, and the ETTP is responsible for utilizing DOE assets by recycling metals, the sale of precious metals, and the disposition of uranium. Other major initiatives at Oak Ridge include reducing environmental risk; reducing Y-12 weapons footprint; re-industrializing the ETTP and the Y-12 plants for commercial use; the revitalization of the scientific infrastructure; and creating public and private partnerships for regional economic development. Oak Ridge is also recognized as one of the Department's three Financial Centers of Excellence.

Oakland Operations Office

Oakland is responsible for supporting the national securities and science, physics and biomedical research, and high energy physics activities which contribute to the California economy. These activities are conducted mostly at the following major laboratories of which Oakland has oversight responsibility: Lawrence Livermore National Laboratory, Lawrence Berkeley National Laboratory, and Stanford Linear Accelerator Center. Oakland administers more than 1,600 contracts, grants and assistance awards valued at about \$28 billion. OAK manages \$1.2 billion in major industrial contracts with Westinghouse, General Electric, General Atomics and Combustion Engineering. As such, Oakland administers all grants west of the Mississippi and consequently, operates a Grants Center of Excellence.

Field Operations

Mission Supporting Goals and Objectives

Seventy percent of this program direction account pays salary and benefits of roughly fifty percent of the federal personnel located at each operations office. The staffing levels are consistent with the most current strategic alignment allocation for FY 2000. This level represents a 24 percent staffing decline from the FY 1995 baseline. The staffing supports the administrative and technical personnel that are responsible for managing the office, financial stewardship, personnel management, contract and procurement execution, human resources, labor relations, legal counsel, public and congressional liaison, patent and legal services, environmental compliance, safety and health management, infrastructure operations maintenance, information systems development and support, and reindustrialization.

The remaining thirty percent pays for a broad mix of costs that the operations offices' encounter during the execution of a fiscal year. The major costs are the fixed costs associated with rent, utilities, and telecommunications. Other requirements such as information systems support, administrative support, mail services, printing and reproduction, travel, certification training, vehicle acquisition and maintenance, equipment, classified/unclassified data handling, records management, health care services, guard services, and facility and ground maintenance are also included. These costs are relatively fixed in that the level of effort may be reduced but not to the extent that the total cost can be eliminated without crippling office performance and productivity. The offices are also responsible for supplying office space and work material for the Office of Inspector General located at each site. With the budget reductions over the immediate past years, these areas are already funded at the minimum level necessary to support the Department's critical missions in the Field.

Other operational requirements funded include occasional contractor support to perform ecological surveys, costs validations, and environmental assessments; ensure compliance with Defense Nuclear Safety Board safety initiatives; abide by site preservation laws and regulations; and perform procurement contract closeouts activities. These costs requirements, influenced by Departmental and programmatic initiatives as well as regional and congressional constituents, are very unpredictable, so much so that, major refurbishment and desperately needed investments in office automation and computing upgrades were sacrificed to balance the increases in past years.

Beginning with the FY 1999 budget cycle, the Department initiated a specific plan for funding major refurbishment, projected to net annual savings, and modernization investments needed to enhance efficiency in the downsizing environment, sustain consolidated service centers, minimize safety hazards, update systems technology infrastructure, and support community outreach initiatives. To this avail, annual requirements of \$5 million was supported by the Department beginning in FY 1999, to continue through FY 2004. In FY 1999, office space is being refurbished to increase occupancy and eliminate a smaller building at Oak Ridge -- all to net a \$500,000 cost avoidance annually. Computer servers will be acquired to support corporate architecture at both Oak Ridge and Oakland. And lastly, obsolete computer desktop hardware has been replaced with 94 enhanced desktop workstations at Chicago. The initiatives included in the plan for FY 2000 have been terminated.

Funding Schedule

(dollars in thousands, whole FTEs)

	FY 1998	FY 1999	FY 2000	\$ Change	% Change
Chicago					
Salary and Benefits	18,628	18,958	20,036	1,078	5.7%
Travel	500	460	480	20	4.2%
Support Services	1,945	2,021	2,063	42	2.0%
Other Related Expenses	3,598	3,942	3,875	-67	-1.7%
Total, Chicago	24,671	25,381	26,454	1,073	4.1%
Full Time Equivalents	246	250	253	3	1.2%
Idaho					
Salary and Benefits	9,396	9,754	10,003	249	2.5%
Travel	400	390	404	14	3.5%
Support Services	4,190	4,560	4,670	110	2.4%
Other Related Expenses	3,575	4,315	4,031	-284	-6.6%
Total, Idaho	17,561	19,019	19,108	89	0.5%
Full-Time Equivalents	126	130	125	-5	-3.8%
Oak Ridge					
Salary and Benefits	24,946	25,800	26,636	836	3.1%
Travel	345	345	345	0	0.0%
Support Services	2,151	2,540	2,616	76	2.9%
Other Related Expenses	5,212	9,125	5,347	-3,778	-41.4%
Total, Oak Ridge	32,654	37,810	34,944	-2,866	-7.6%
Full-Time Equivalents	346	361	336	-25	-6.9%

(dollars in thousands, whole FTEs)

	FY 1998	FY 1999	FY 2000	\$ Change	% Change
Oakland					
Salary and Benefits	13,880	15,207	13,743	-1,464	-9.6%
Travel	200	200	214	14	7.0%
Support Services	2,369	3,131	3,497	366	11.7%
Other Related Expenses	3,454	3,379	4,040	661	19.6%
Total, Oakland	19,903	21,917	21,494	-423	-1.9%
Full-Time Equivalents	183	197	165	-32	-16.2%
Total Field Operations					
Salary and Benefits	66,850	69,719	70,418	699	1.7%
Travel	1,445	1,395	1,443	48	3.4%
Support Services	10,655	12,252	12,846	594	4.8%
Other Related Expenses	15,839	20,761	17,293	-3,468	-16.7%
Subtotal, Program Direction	94,789	104,127	102,000	-2,127	-2.0%
Use of Prior-Year Balances	211	0	0	0	0.0%
Total, Program Direction	95,000	104,127	102,000	-2,127	-2.0%
Full-Time Equivalents	901	938	879	-59	-6.3%

Detail Program Justification

(dollars in thousands)

FY 1998	FY 1999	FY 2000
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Salaries and Benefits

This account pays for the institutional management and matrix support federal staff at the operations offices. This funding level will support 879 full time equivalents and the 868 positions authorized by the end of FY 2000. This is a 6 percent reduction in full time equivalents from FY 1999 which equates to a \$3.9 million cost avoidance. The losses in full time equivalents occurred within lower graded administrative and staff positions yielding protection for maintaining critical expertise and skill mix in other areas. The number of remaining positions is 58 less than originally authorized for FY 2000.

66,850	69,719	70,418
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Travel

These funds provide the field offices the opportunity to participate on task teams, work various issues, facilitate policy formulation at headquarters, conduct compliance reviews, and perform contractor oversight to ensure implementation of DOE orders and regulatory requirements at the facilities under their purview. It also provides for attendance at conferences and training classes, and permanent change of station relocation, etc.

1,445	1,395	1,443
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Support Services

These funds provide information management systems and administrative support necessary to supplement the fundamental requirements at each office. Seventy-one percent of this support services request is dedicated to ensuring that the information systems are maintained by technical experts. Such services include, computer programming, local area network connectivity and backup, computer desktop maintenance, staffed communications centers, and audio/TeleVideo operations. The remainder covers a smorgasbord of services including mail distribution, contract closeout assistance, remote site office assistance, staffed copy and distribution centers, staffed supply stores, trash removal, logistics services, facility and grounds maintenance, and janitorial services, etc.

10,655	12,252	12,846
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(dollars in thousands)

FY 1998	FY 1999	FY 2000
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Other Related Expenses

Other expenses provide for the essential day-to-day requirements associated with operating a viable office. Seventy percent of the request pays for the rent, utilities, and telecommunication at each office. This account has been able to reduce some rental costs by eliminating the amount of space occupied. However, the rental cost for Oakland alone is almost \$3 million as a result of an increase imposed by General Services Administration for FY 2000. The remaining thirty percent enables the offices to pay for postage, printing and reproduction, computer hardware and software acquisitions, copier leases, and in most cases the site-wide health care service and vehicle fleet maintenance.

Employee training and development and the supplies and furnishings used by the federal staff are also included, etc.

Employee training and development and the supplies and furnishings used by the federal staff are also included, etc.	16,050	20,761	17,293
Total, Program Direction	95,000	104,127	102,000

Explanation of Funding Changes From FY 1999 to FY 2000

FY 2000 vs. FY 1999 (\$000)

Salaries and Benefits

- Salaries and Benefits increases due to the general pay and locality raises, promotions, and within grades. This increase is the net effect of the following authorized adjustments in full time equivalents, totaling 59 less than FY 1999: Chicago up by 3, Idaho down by 5, Oak Ridge down by 25, and Oakland down by 32. +699

Travel

- Travel increases to support the staffing and transportation requirements for each office. The cost range for air transportation is varied depending on the points of origin and destination. Hence the travel allocations are based on historical activities and the increased costs for air fare and transportation. +48

Support Services

- Support Services increases with the fixed inflationary rate changes as established within existing contractual terms. +594

Other Related Expenses

- Other Related Expenses decreased overall. This is the result of a \$600,000 adjustment in Oakland's rent imposed by General Services Administration and \$449,000 associated with utilities and telecommunications services in general for the remaining offices. Furthermore, modernization initiatives planned for FY 2000 have been terminated (-\$4,517,000). -3,468

Total Funding Change, Program Direction	-2,127
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Support Services

(dollars in thousands)

	FY 1998	FY 1999	FY 2000	\$ Change	%Change
Technical Support Services					
Feasibility of Design Consideration	0	0	0	0	0.0%
Test and Evaluation Studies	590	0	0	0	0.0%
Economic and Environmental Analysis .	10	385	396	11	2.9%
Total, Technical Support Services	600	385	396	11	2.9%
Management Support Services					
Administrative	2,760	3,201	3,332	131	4.1%
ADP Support	7,295	8,666	9,118	452	5.2%
Total Management Support Services	10,055	11,867	12,450	583	4.9%
Subtotal, Support Services	10,655	12,252	12,846	594	4.8%
Use of Prior Year Balances	0	0	0	0	0.0%
Total, Support Services	10,655	12,252	12,846	594	4.8%

Other Related Expenses

(dollars in thousands)

	FY 1998	FY 1999	FY 2000	\$ Change	% Change
Training	946	1,031	1,031	0	0.0%
Printing and Reproduction	596	590	586	-4	-0.7%
Rent & Utilities & Telecommunication	9,826	11,190	12,239	1,049	9.4%
Information Technology	566	1,695	600	-1,095	-64.6%
Other	3,905	6,255	2,837	-3,418	-54.6%
Subtotal, Other Related Expenses	15,839	20,761	17,293	-3,468	-16.7%
Use of Prior Year Balances	211	0	0	0	0
Total, Other Related Expenses	16,050	20,761	17,293	-3,468	-16.7%